

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** **120805-1-I-PE**

FROM: Carole Green
Secretary

DATE: December 7, 2005

SUBJECT: Notice of Instruction: Older Americans Act Report Instructions

The purpose of this notice is to transmit the instructions for submitting the Older Americans Act Report for 2005. The instructions are similar to last year. As you are aware, there are some changes to the report. The new caregiver tables (Section I, F and G) count only caregivers receiving Group I services (Counseling/Support Groups/Caregiver Training, Respite Care and Supplemental Services). The completed report must be submitted to the Administration on Aging by January 31, 2006. **In order to meet that deadline, your information must be submitted to the Department by Monday, January 26, 2006.**

Please remember that all data is to be reported for the Federal Fiscal Year 2005 (i.e., October 1, 2004 - September 30, 2005). Please submit only one report for your entire PSA, not one for each county. You may e-mail the completed report to:

James Tillery
Government Analyst II
Office of Program Evaluation
Florida Department of Elder Affairs
(850) 414-2390
tilleryjr@elderaffairs.org

Please contact the Operations and Management Consultant Manager for your area if you have any questions. As always, thank you for your assistance.

CG/sls

Attachment